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KCJIS NEWS

AUGUST 2020

NEW SCRAP METAL THEFT INVESTIGATION TOOL AVAILABLE ON THE KCJIS WEB PORTAL

KRISTI CARTER, SCRAP METAL UNIT MANAGER KBI

The Kansas Scrap Metal Reporting System is now available on the KCJIS web portal. The reporting system is a mechanism to aid law enforcement in the investigation of scrap metal theft in Kansas. The system houses regulated scrap metal transaction information including descriptive information about regulated scrap metal purchases, the seller, the location of the sale, and the vehicle hauling the regulated scrap metal. Investigators can conduct searches on multiple data fields and export the results into an Excel document.

Scrap metal dealers are required to register with the Attorney General's office and they are required to submit regulated scrap metal transactions to the system within 72 hours of making the purchase.

A short training video and the Kansas Scrap Metal Reporting System Handbook are available at <http://www.kansas.gov/kbi/>.

If you do not have access to the KCJIS web portal, please contact your agency's Technical Agency Coordinator (TAC) to make the request and to obtain your RSA token. If you are not sure who the TAC is for your agency, the Kansas Bureau of Investigation (KBI) Help Desk can provide that information to you. They can be contacted at (785) 296-8245 or HelpDesk@KBI.STATE.KS.US.

If you have questions or you would like to request additional training, please contact the KBI Scrap Metal unit at (785) 296-2387 or Scrap.Metal@kbi.ks.gov.

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ECITATION

KARLI KOCI, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) eCitation project has been slowly improving and taking the next steps in providing useful information to our local law enforcement agencies. The eCitation project was created to share citation information throughout the state of Kansas. On April 1, 2019, the project went live for all agencies who would be submitting their citation information through the Citation Record Entry (CRE) form on the KCJIS web portal. Since the CRE went live, the KBI and a Record Management System (RMS) vendor have partnered together to create an interface between the vendor's RMS and the eCitation repository. This interface will allow local agency citation information to be transmitted directly to the eCitation repository. This electronic submission interface will ensure local participating law enforcement agency's citation data will be available for other Kansas law enforcement agencies to utilize through the KCJIS portal's Master Search in a much more timely fashion. The interface between Huber's Enterpol RMS will be going live this month. Each local agency currently using Enterpol will be receiving a package in the mail with information needed to become a participant. The mailing will also include information regarding the benefits for your agency if your agency chooses to participate. We will be deploying the interface by regions due to the anticipated high volume of interest.

We greatly appreciate those agencies who have taken the initiative to participate in the repository thus far. We are pleased to inform you that the Master Search function for the eCitation project is 98% complete. Agencies will soon be able to conduct a Master Search in the KCJIS web portal for citation information submitted by participating agencies. As soon as this function has moved from test to production, all participating agencies will be notified once the information is available on the Master Search.

As we continue to make advancements with the eCitation project, we appreciate your patience and encourage any and all questions, concerns, and ideas that may improve the potential of this project. Please contact the KBI eCitation Program Consultant, Karli Koci, at Karli.koci@kbi.ks.gov for more information.

KBI ISD FIELD SUPPORT TRAINING

JESSICA CROWDER, PROGRAM CONSULTANT II KBI

There's no denying that COVID-19 has wreaked havoc on many aspects of our lives. Months have passed without the possibility of gathering in groups, which makes in-person training nearly impossible. The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit was forced to cancel our last training tour in April due to COVID-19. Unfortunately, we will also have to cancel our training tours that are currently scheduled the week of August 24th as well as October 5th. However, just because we cannot meet in person doesn't mean we cannot do our best to provide virtual training options for our local law enforcement partners. The KBI Field Support unit would like to offer virtual training upon request. If you are interested in receiving training on any of the topics listed below, please feel free to reach out to the appropriate trainer. Thank you to every member of the Kansas criminal justice community who continues to keep Kansas safe during these difficult times.

Central Message Switch Carlos Salazar (785) 296-6832 Carlos.Salazar@kbi.ks.gov	Criminal History Records Rapsheet Differences Vanessa Rine (785) 296-0816 Vanessa.Rine@kbi.ks.gov	eCitation Karli Koci (785) 296-6832 Karli.Koci@kbi.ks.gov
Asset Seizure and Forfeiture Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.ks.gov	10-Print Identification Tina Ortega (785) 296-4483 Tina.Ortega@kbi.ks.gov	Kansas Incident Based Reporting Dana Griffith (785) 296-0492 Dana.Griffith@kbi.ks.gov
Offender Registration/KsORT Cassidy Sands (785) 296-0638 Cassidy.Sands@kbi.ks.gov	DNA Databank Jeff Hahn (785) 296-2113 Jeff.Hahn@kbi.ks.gov	Scrap Metal Bill Connor (785) 296-2387 Bill.Connor@kbi.ks.gov

NEW DNA COLLECTION DEVICE

JEFF HAHN, DNA DATABANK SUPERVISOR KBI



Later this year, the Kansas Bureau of Investigation (KBI) DNA Databank Division will be sending out offender DNA collection kits containing a different collector device. This device is more user friendly and will require less contact by the person collecting the DNA.

Instead of manually pressing down on the collector card, the new device has a slide lever to press the saliva onto the card. The card is also slightly larger for writing and handling. After collecting the DNA sample, remove the card from the device and mail only the card with the kit for testing. Always mail the DNA sample kit right after collection. DNA sample kits are postage paid to make mailing easier. If you have any questions regarding DNA collection, please call (785) 296-2113.



NOW ACCEPTING SUGGESTIONS FOR KCJIS POLICIES AND PROCEDURE CHANGES

DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

The Federal Bureau of Investigation's (FBI's) Criminal Justice Information Services Division released Version 5.9 of the CJIS Security Policy (CSP). A link can be accessed from the KCJIS POLICIES and COMMITTEE folder of the CJIS Documents application on the Kansas Highway Patrol (KHP) CJIS Launch Pad or <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center/view>.



Checking for updates...

The KCJIS Policies and Procedures requires KHP to immediately modify our policies when FBI policy updates exceed KCJIS – specific policies. Accordingly, a review of the limited updates in FBI version 5.9 has been completed by the KHP and it was determined that the minimal updates in FBI CSP version 5.9 do not have an immediate impact on our current KCJIS Policies and Procedures version 5.8.

That said, it has been a while since the KCJIS policy has been reviewed for KCJIS – specific needs. Additionally, there is at least one policy area that has been identified for review of KCJIS specific language.

We anticipate the convening of the KCJIS Policies and Procedure Subcommittee this fall. We would like to include KCJIS community input into the review process. Ideas or suggestions regarding a topic or a KCJIS policy that would benefit the KCJIS community can be contributed to the KCJIS policy process. Here's how:

1. Submit a completed [Request for KCJIS Policy Review](#) form to the KHP CJIS unit.
(follow the link above or go to the KHP CJIS Launch Pad/CJIS Documents/KCJIS POLICIES and COMMITTEE)
 - a. Scan and email to KHP.CJIS@ks.gov using KCJIS POLICY REQUEST in the subject line, or
 - b. Fax the completed form to (785) 296-0958.
2. Submit proposals in your own format. Be sure they include the following information:
 - ☐ Clear statement of request
 - ☐ How the subject of the request is handled now (or description of problem being solved)
 - ☐ Scenario/example
 - ☐ Suggested solution
 - ☐ Benefit to the criminal justice community
 - ☐ Impact on local agencies, users and systems, if known
 - ☐ Explain the importance
 - ☐ Your contact information

Submitted requests for review will be analyzed by the KHP CJIS unit to determine:

- ✓ The clarity of the request
- ✓ Accuracy and understanding of the information and scenarios provided
- ✓ Whether the request is covered in current policies or if a new policy is being requested
- ✓ Whether any proposed changes will conflict with the security standards or other policies set by FBI CJIS or federal and state law
- ✓ Possible policy language and format to match current policy "style"

Proposed changes will be submitted to the KCJIS Policy and Procedure Subcommittee Chair for inclusion in the next meeting agenda. The subcommittee will discuss all proposed changes to KCJIS policy. All subcommittee recommendations for policy changes are forwarded to the full KCJIS committee for review and final approval.

KIBRS KORNER

DANA GRIFFITH, PROGRAM CONSULTANT KBI

Here are some helpful tidbits to reporting to KIBRS:

Domestic Violence (DV)

If an incident that involves a domestic violence situation, please mark the appropriate DV box on the Kansas Standard Offense Report (KSOR) and Kansas Standard Arrest Report (KSAR). All offenses listed in the KSOR with the DV indicator marked are considered DV. In the current KIBRS, if there is a Domestic Battery offense, mark the appropriate DV box. KIBRS does not automatically choose the DV option.

Juvenile (JV) Reports

Remember to get all required data elements and disposition information to put in the KSOR and KSAR for JV cases. If the JV suspect is under 10 years of age, do not complete a KSAR. Only persons 10 years old and older are subject to arrest in the state of Kansas. A KSOR listing a suspect under 10 years old will need to be exceptionally cleared and no KSAR will be completed.

Drug Possession with Drug Paraphernalia

Here are a few things to remember regarding drug possession with drug paraphernalia:

- One line item per drug type using the same drug measurement.
- Do not list the drug on multiple lines unless you have a different drug measurement of the same type of drug.
- Drug possession offense requires a drug property to be listed.
- Drug paraphernalia offense requires a property item for 0915 property code to be entered.
- If you have more drug property to list but do not have room on page 1 of the KSOR, continue the list on the property supplemental page. Do not relist the items from page 1 when utilizing the supplemental pages.

EXAMPLE: You seize 7 baggies with green leafy vegetation, 15 THC/CBD infused gummy worms, 2 vials of crystal substance, 2 glass pipes, Altoid tin holding the 2 vials, Crown Royal bag holding the 7 baggies, cell phone, \$3500 in cash, 9mm pistol, vape pen with .5 ounce THC cartridge, and a book of rolling papers.

0924 Green leafy vegetation (total weight of all 7 baggies)

0924 Vape cartridge - .5 oz

0924 THC/CBD infused gummy worms - 15 DU (each is considered a dosage unit)

0931 Crystal substance - (total of both vials)

0915 Glass pipes - 2

0915 Altoid tin with vials of crystal substance - 1

0915 Crown Royal bag with baggies of green leafy vegetation - 1

0915 Vape pen - 1

0915 Rolling papers - 1

NOTE: The phone, money, and pistol should not be listed in the property section. These items are evidence, not paraphernalia or drugs. Please do not list them in the property section of the KSOR or supplemental pages.

KIBRS Statute File

The KIBRS statute file lists all Kansas statutes, NIBRS codes, effective dates, discontinued dates, and numerous other information.

- *NIBRS Code (column B on spreadsheet)*
 - A NIBRS code with a 3 digit number or a 2 digit number with a letter (except 90 with a letter) are Group A offenses. These offenses require a KSOR and KSAR (if arrest was made) to be submitted to the KBI.

KIBRS KORNER, CONTINUED

DANA GRIFFITH, PROGRAM CONSULTANT KBI

- A NIBRS code of 90 with a letter is a Group B offense. These offenses only require a KSAR be submitted to the KBI IBR unit. However, if it is marked as a DV offense, it elevates the offense to be handled like Group A offense and require both the KSOR and KSAR to be submitted.
- If the cell space is blank in the NIBRS code column, it is a non-reportable offense for KIBRS purposes. These offenses will still require the agency to complete reports, but they will not be submitted to the KBI.
- *Effective/Discontinued Date* - This column notes dates the statute was effective. Please utilize the appropriate statute based on the incident date.

The KIBRS Statute File is a great resource to know what statute to report on your KSOR. This file is sent via email to each agency when updated annually. Due to staff turnover, we may not have the correct contacts to send this file to your agency. ***Please update your agency contact info with us to ensure proper correspondence.***

KIBRS Training – Due to COVID-19, we are not able to offer in-person training. However, many agencies have asked for KIBRS training via webinars or video conferencing. To set up a video conferencing training for your agency, please contact Dana Griffith. *These trainings are limited.*

National Incident Based Reporting System (NIBRS) Transition Required – DEADLINE APPROACHING

As of January, 2021 *all law enforcement agencies* are required to report KSOR's and KSAR's per NIBRS requirements. Therefore, summary data reporting will no longer be accepted after December 31, 2020.

The transition from summary reporting to NIBRS/KIBRS reporting for some of Kansas' larger agencies gives us an opportunity to achieve 100% agency participation. Having 100% participation allows a clearer, more uniform, and detailed look at crime data in Kansas. Reaching this goal will require the assistance of every agency by submitting reports on a regular basis in a timely manner. As we gather more uniform and data rich KIBRS/NIBRS information, laws can be made or adjusted, grants can be more efficiently distributed, and the safety of officers and communities can be improved.

Reporting NIBRS/KIBRS information is required by statute for all Kansas law enforcement agencies.

K.S.A. 21-2501a(b) - All law enforcement agencies having the responsibility of maintaining a permanent record of offenses shall file with the Kansas Bureau of Investigation, on a form approved by the Attorney General, a report on each offense for which a permanent record is required within seventy-two (72) hours after such offense is reported or known to have been committed.

Reports may be submitted either electronically or on paper. If you would like more information regarding electronic submission, have questions, or would like to schedule training, please contact Dana Griffith.

Dana Griffith Program Consultant (785) 296-8278 Dana.Griffith@kbi.ks.gov	Zachary Brian Program Consultant (785) 296-7945 Zachary.Brian@kbi.ks.gov	Bill Reid Research Analyst (785) 296-8242 Bill.Reid@kbi.ks.gov
Janet Lankard Administrative Specialist (785) 296-8267 Janet.Lankard@kbi.ks.gov	Mitch Beemer Unit Manager (785) 296-8279 Mitch.Beemer@kbi.ks.gov	IBR Help Line 785-296-4373 IBRsupport@kbi.ks.gov

KCJIS USER GROUPS

SHERRY WEBB, PROGRAM CONSULTANT KBI

Unfortunately, the KCJIS user groups have not been able to meet around the state this past quarter due to COVID-19. The KBI and user group chairs are still encouraged that each region may be able to hold a meeting before the end of the year. Please send any topics or news that would be beneficial to share with the KCJIS users to Sherry Webb at sherry.webb@kbi.ks.gov. Regional meeting dates will be coming soon. Thank you and stay safe!

SOME FRIENDLY REMINDERS

DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

The COVID-19 pandemic has certainly changed our daily routines for now, but it has not deterred cyber criminals from their attacks. In fact, the telework and other means to social distance may have given them more opportunities. With the added media coverage of social issues and criminal justice systems, law enforcement agencies have once again become targets for cyber hacktivist activities. It is important to remember to remain vigilant to threats against the tools we use to administer justice.

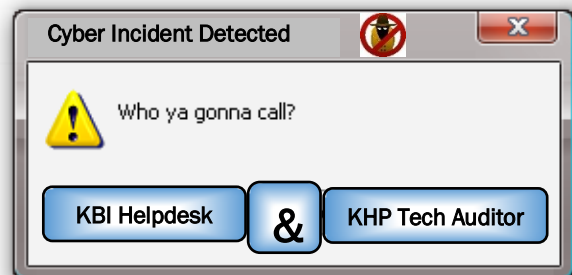
Everyone should be information – security aware. Be alert to anything out of the ordinary and as the now common phrase goes, “*If you see something, say something.*”

The KCJIS Policies and Procedures 5.3.1 Reporting Security Events has outlined the current notification steps:

1. End users that observe or suspects an incident must notify their supervisor.
2. Supervisors must notify the agency LASO, TAC, and I.T. support.
3. The LASO or TAC must *promptly* notify **BOTH** the **Kansas Bureau of Investigation (KBI) Help Desk** and the **Kansas Highway Patrol (KHP) Technical Security Auditor**.

The **KBI Help Desk** phone number is **(785) 296-8245** and is **available 24 hours** every day including weekends and holidays.

The contact information for your KHP CJIS technical security auditors can be found on the KHP CJIS Launch Pad (<https://kansas.cjisapps.com/launchpad/>). The Launch Pad can be reached from almost any computer even without KCJIS credentials for most areas. From the home page, click into the **CJIS Documents** application. There you can find the [KCJIS TRAINER/AUDITOR MAP with Contact Information](#). Click on your county to bring up the agency's auditor's contact information.



SOME THINGS TO PONDER FOR FUTURE PLANNING

DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

When COVID-19 hit hard, the Kansas Highway Patrol CJIS Unit fielded a number of calls asking the “Can we do this or that” and “What If” questions.



Two new presentations meant to address some of policy questions around those scenarios and other responses to Murphy's Law have been written and are now posted to the Kansas Highway Patrol (KHP) CJIS Launch Pad.

⇒ Browse into the CJIS Documents...

⇒ TECHNICAL SECURITY INFORMATION...

⇒ COOP – Continuation of Operations to locate Reflections of these times and some What Ifs in either a PowerPoint with some animation or a pdf.

⇒ B.Y.O.D is a pdf extract of some pages specific to Personally Owned Information Systems (BYOD) and smartphones.



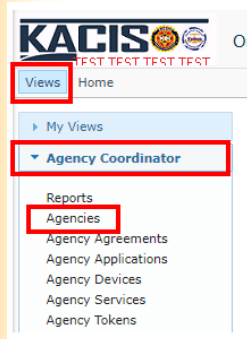
NEWS FROM THE KBI HELP DESK

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

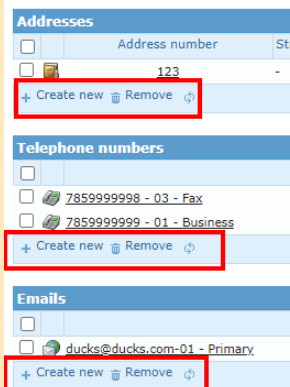
KACIS TIPS FOR TACS

Modifying Agency Information

There are a few ways to modify agency information. One option is to go under "Views," select "Agency Coordinator," then "Agencies." If more than one agency is managed, then you will need to select the agency to modify, as your agency information will automatically be displayed.

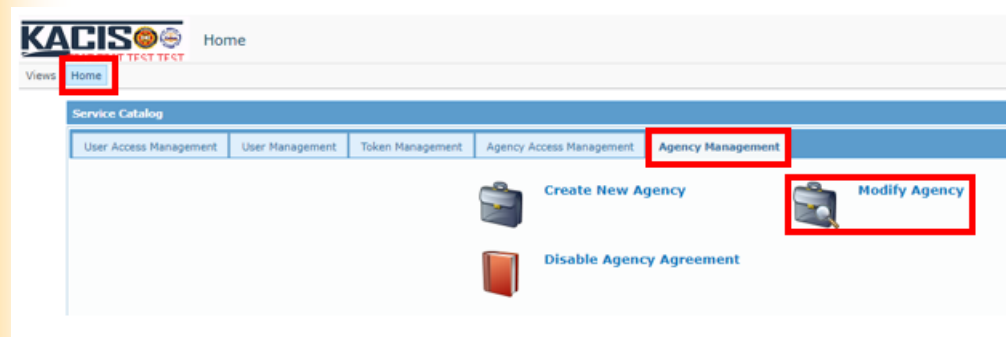


It is now possible to add or remove an address, phone/fax number, or email address.



Once all changes have been made, click "Apply" or "OK" at the bottom of the page.

Another option to modify information would be to use "Modify Agency" under the "Agency Management" tab.

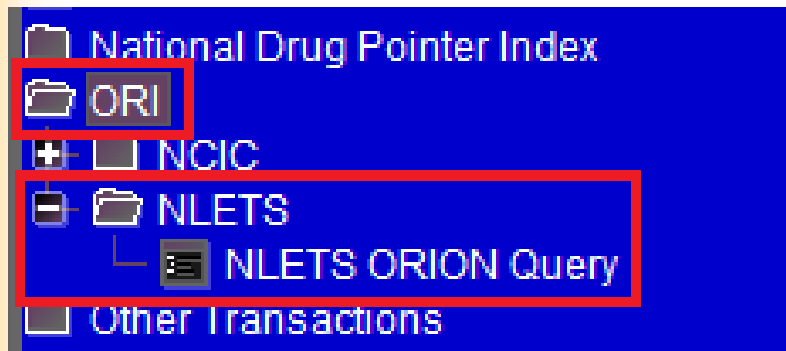


Again, to manage multiple agencies, select the agency that needs to be modified. The big difference in going this route is the ability to rearrange Technical Agency Coordinator's (TAC's), add/change Local Agency Security Officers (LASOs) and Agency Heads. Once all the necessary modifications have been made, click "Modify" at the bottom of the page. To cancel the modification request, click "Terminate Request" to cancel the action. Remember in the Kansas Customer Information System (KACIS), the Cancel button means "Save for Later."

NEWS FROM THE KBI HELP DESK, CONTINUED**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI****NLETS ORI Validations**

Every two years, ORI's must be validated on the NLETS side of the house. If you don't have access to KACIS, please talk with which ever agency administers your agency information in KACIS and have them verify for you. Once the verifications/corrections are made, please notify the KBI Help Desk via KAM to TPKKB001D.

To see the agency information in the ORION File, please look in OpenFox. Open the TQ – NLETS Query Orion form by using the TQ message key or going through the Forms Tree and open NLETS ORION Query. Once the TQ form is open, enter "KS" in the "Destination 1" field and the agency ORI in the "ORI (ORI)" field. Please report any changes to the KBI Help Desk; otherwise, the primary information listed in KACIS will be used.

Form Tree**TQ Form**

This form can also be used to query other criminal justice agencies throughout the United States by any of the available options. The most common queries are ORI and Location.

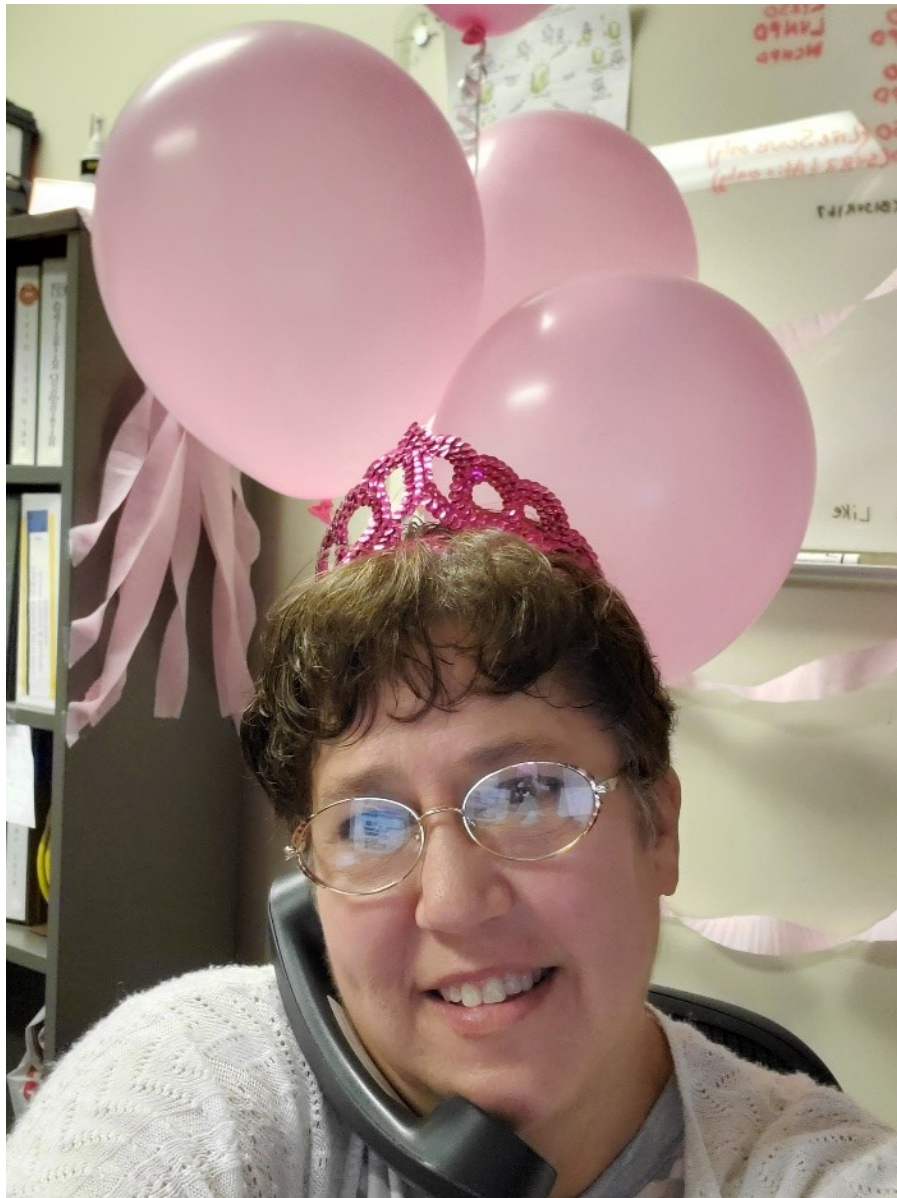
Please have NLETS validations submitted to the KBI Help Desk no later than September 15, 2020.

NEWS FROM THE KBI HELP DESK, CONTINUED**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI****Fond Farewell**

Jeffrey Downing is leaving after 11+ years of service to the KBI. Try as we might, we just couldn't convince her to stay another year. There are too many wonderful things to say about Jeffrey. She will be deeply missed by everyone at the KBI Help Desk. Jeffrey plans on traveling (when it is safe to do so) and spending more time with her family and friends. We wish Jeffrey a happy retirement. Here are some parting words from Mrs. Jeffrey Downing.

"KBI Help Desk – This is Jeffrey.

Retirement – who would have thought it would finally get here for me? I have worked for the state as long as I can remember – possibly going on 34 years. The last 11 ½ years has been here at the KBI on the Help Desk. What a blessing this ride has been. I never thought I would have ended up working in law enforcement, but here we are. I have grown close to many of you through our conversations on the phone, KCJIS conferences and KCJIS User Group meetings. My hope is that I was able to help you and even make you smile in the midst of a bad day. I wish you all well and pray that you stay safe in the midst of the turmoil happening in the world."





The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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